

## **CHAPTER 2 - DETERMINING WHICH REGULATIONS APPLY TO YOUR SHOP**

Some regulations apply to you regardless of the activities conducted at your shop. Other regulations are dependent upon factors such as the numbers of people employed by your shop, the type of work your shop performs, and the waste streams that are generated.

It is important that you determine which rules apply to your shop and ensure that you follow these rules. If you do not do this, you may be following the wrong rules. This mistake could result in a fine and possible jail sentence depending on the severity of the violation. This chapter explains that various regulations are dependent upon the activities of your shop.

### **2.1 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REGULATIONS**

The Indiana Department of Labor is responsible for enforcing OSHA regulations in the state of Indiana. The Bureau of Safety Education and Training (BuSET) is a division of the Department of Labor that provides assistance to businesses through presentations, training programs, written guidance, and site visits.

#### **You Must:**

##### **WRITTEN PLANS:**

- have a written Hazard Communication Program, a written Lockout/Tagout Program, and must comply with all applicable OSHA General Industry Standards, including providing personal protective equipment to employees who may potentially be exposed to hazards.
- if your shop has 11 or more employees, you must comply with OSHA 300, 300A, and 301 recordkeeping responsibilities. OSHA 300 logs must be posted during the month of February. Sample 300 and 301 logs are found in Attachments F and G, respectively.
- if your shop has 11 or more employees, you must have a written Emergency Action Plan. Shops with 10 or fewer employees are not required to have a written Emergency Action Plan, but must verbally communicate the plans to employees. These shops are also exempt from OSHA 300, 300A, and 301 recordkeeping responsibilities. Note that the Department of Labor may request that you keep certain records as part of a survey that they conduct, and you are required to comply if such a request is made.

**When tallying your employees, you must:**

- include everyone in the **entire company** (if you have more than one vehicle maintenance shop, count the employees in both/all shops.)
- count full-time, part-time, and seasonal employees toward your total number of employees.
- if you had 11 or more employees (even for only one day during the calendar year), you must comply with OSHA 300, 300A, and 301 recordkeeping responsibilities and have a written Emergency Action Plan.

Example: Our "typical" shop has 5 full-time employees, 4 part-time employees, and 1 seasonal employee. Because there are no more than 10 employees, the shop must have the following written programs, which are required for all shops:

- Hazard Communication Program
- Lockout/Tagout Program

To protect the employees' health and safety, our Atypical@ shop has elected to follow the requirements of the larger classification (11 or more employees), so the shop also:

- has a written Emergency Action Plan
- complies with OSHA 300, 300A, and 301 recordkeeping responsibilities.

Chapter 5 contains information regarding the training, recordkeeping and reporting requirements for each of the written OSHA regulations you must follow.

To assist you in writing your own plans, an example of each of the following is provided in Attachments B through E of this manual:

- Emergency Action Plan
- Lockout/Tagout Program
- The Hazard Communication Program
- Personal Protective Equipment

More detailed sample plans are available free of charge from BuSET.

**You Must:**

POSTINGS: [OSHA unless otherwise noted]

- post the following:
  - OSHA's Job Safety & Health Protection poster (OSHA 2203) in a prominent location within the workplace (note that this poster is also referred to as the OSHA Rights and Responsibilities poster.) You may obtain a copy of this poster by contacting the Indiana Department of Labor, IOSHA Compliance Division at 317/232-6942.
  - NO SMOKING signs in areas where flammable or combustible materials are used or stored. [Fire & Building Services]

- post the following where required for your shop:
  - State Minimum Wage poster. Required for businesses with an annual gross income of less than \$500,000. You may obtain a copy of this poster by contacting the Department of Labor, Employment Standards Division at 317/232-2680.
  - Worker's Compensation Notice. Required for businesses that are subject to the Worker's Compensation Act. You may obtain a copy of this poster by contacting the Worker's Compensation Board at 317/232-3808.
  - Child Labor poster. Required for all businesses that employ minors from ages 14 through 17. Available from the Indiana Department of Labor, Bureau of Child Labor at 317/232-2675.
  - Equal Employment Opportunity poster. Required for businesses with 15 or more employees. Available from the Equal Employment Opportunity Commission at 317/226-7212.
  - Family Leave Act poster. Required for all businesses with 50 or more employees. Available from the U.S. Department of Labor, Wage and Hour Division at 317/226-6801.
  - Federal Minimum Wage and Polygraph Act posters. Required for all businesses with an annual gross income of more than \$500,000. Available from the U.S. Department of Labor, Wage and Hour Division at 317/226-6801.
  - OSHA 300A log summary. Post this log in February of each year, unless your shop has 10 or fewer employees (see Section 5.4 for more information.) [OSHA]

### **You Must:**

#### **PERSONAL PROTECTIVE EQUIPMENT: [OSHA]**

- depending upon the equipment and materials used in your shop, you must follow all applicable requirements listed in the Personal Protective Equipment Section of this manual (for vehicle maintenance shops), including, but not limited to the following:
  - provide and maintain goggles, chemical resistant gloves and aprons, face shields, or other equipment as appropriate for the chemicals you have on site. Consult the Material Safety Data Sheet (MSDS) for each chemical to determine required protective equipment. (See the Hazard Communication section of this manual.)
  - provide and require face shields for welding, cutting, or grinding operations. (See the sections on Grinding and Welding in Chapter 4.)
  - keep all personal protective equipment clean, readily available, and in good operating condition.
  - provide an eye wash station or emergency shower in areas where corrosive chemicals will be used.
  - provide ear protection if noise levels are at 85 db/hr. for 8 hours or more.
  - train employees in the proper selection, use and maintenance of personal protective equipment.

## **2.2 CLASSIFYING FOR FIRE & BUILDING SERVICES REGULATIONS**

**All shops** are required to have an oil water separator. The capacity of the separator depends on the size of the area draining into the separator. Contact CTAP or the Indiana Department of Fire & Building Services for more information.

Your building must also meet the Indiana Department of Fire & Building Services' classification requirements, which depend on the type(s) of work being done. If you weld, use any open flame, or spray paint, your building must meet the more stringent Class H building code requirements than if your shop simply exchanges parts. Each shop has its own unique description in terms of its size, type of work performed, location of the structure (including surrounding structures), etc. The building requirements that you must follow depend upon all of these unique factors. To obtain information specific to your shop, contact the Plan Review Division of Fire & Building Services and ask to speak with the reviewer who is handling pre-filing review questions.

As with the building classifications, the regulations covering flammable, combustible and incompatible materials are usually case specific. Please note that this manual addresses only the general requirements of the Indiana Department of Fire & Building Services. Many of these regulations depend upon a number of variables, making the regulations extremely case specific.

To receive specific information on complying with fire safety requirements, contact the Plan Review Division of Fire & Building Services or call CTAP for assistance. For information specific to your shop, send a letter detailing the situation, including a photo, to the Plan Review Division of the Indiana Department of Fire & Building Services. The Department will respond to your letter in writing.

## **2.3 CLASSIFYING FOR DEPARTMENT OF TRANSPORTATION (DOT) REGULATIONS**

### **Hazardous Materials and Hazardous Wastes**

All vehicle maintenance shops that ship hazardous waste off-site are subject to DOT regulations, including labeling requirements, selecting proper containers for shipping, and employee training. These requirements are addressed in Sections 3.5, 5.4, 5.6 and Chapter 4. A listing of commonly used DOT shipping descriptions is available on IDEM's web site.

Additional DOT regulations apply to shops that use vehicles in the day-to-day operations of their business. These regulations depend on the gross weight of the vehicle (this weight includes the weight of the shop's vehicle plus the weight of any vehicle that it is towing) and the types of materials transported by the shop's vehicle. See the Tow Truck section in Chapter 4 for more information.

## 2.4 DETERMINING APPLICABLE WATER REGULATIONS

### **Determining if Your Shop is Subject to Wastewater Regulations**

All shops are subject to industrial wastewater regulations administered by IDEM's Office of Water Management and/or your local wastewater treatment plant. The regulations that you must follow depend on where your bay drains discharge and the contaminants in your shop's wastewater. To determine the specific regulations that apply to your shop, see the Wastewater section in Chapter 4.

### **Determining if Your Shop is Located in a Wellhead Protection Area:**

Indiana's Wellhead Protection Program is designed to protect groundwater drinking supplies from pollution that can threaten health, lives, and community development. The program reduces the potential for contaminants to enter ground water (which supplies approximately 60% of the state's drinking water) by identifying and managing areas where the ground water supplies specific wells or wellfields.

Note that the Wellhead Protection Program is a new program that has not yet been fully implemented. It is your responsibility to stay up-to-date with new regulations and to comply with them. Visit IDEM's web site at:

<http://www.in.gov/idem/owm/dwb/Wellhead/whpp/index2.html>

or contact your local public water supplier to determine if your shop is located in a wellhead protection area. If you are in a wellhead protection area, you need to be aware of regulations that are being developed in your community as a result of new state regulations (327 IAC 8-4.1.)

## 2.5 DETERMINING APPLICABLE AIR REGULATIONS

### **Motor Vehicle Air Conditioning (MVAC) Service**

Automotive repair shops that service MVAC systems are required to use EPA-approved recovery and/or recycling equipment and to allow only technicians certified by an EPA-accredited training program to perform MVAC work. See Chapter 4 for information and requirements pertaining to the use, handling and transfer of recovered refrigerants. Information on EPA-approved equipment and EPA-accredited training programs is by visiting EPA's web site at:

<http://www.epa.gov/ozone/title6/609>

### **Chlorinated Solvents (for Parts Washing, etc.)**

Chlorinated solvents (see listing below) that are used in containers with a capacity of 2 gallons or greater are highly regulated by the EPA. Any non-chlorinated solvent that has a chlorinated solvent content of two percent (2%) or more will also fall under this regulation. As of December 1997, shops using chlorinated solvents in the quantities or percentages described above must follow the regulations under the National Emission Standard for Hazardous Air Pollutants (NESHAP). The NESHAP requires shops to install equipment and implement standardized work practices to reduce the emissions of hazardous air pollutants. Because the regulatory requirements for this activity are complex, CTAP recommends that shops using chlorinated solvents discontinue this activity by substituting more environmentally friendly cleaning solutions (a list of solvent vendors is available via IDEM's web site.) As stated in Chapter 1, this manual does not address the chlorinated solvent NESHAP in detail. *Contact IDEM's Office of Air Quality or CTAP for assistance.*

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#### Chlorinated Solvents

chlorobenzene (monochlorobenzene or benzene chloride)  
trichloroethylene (trichloroethane, ethinyl trichloride)  
chlorinated fluorocarbons  
methylene chloride (dichloromethane, methylene dichloride, methylene bichloride)  
tetrachloroethylene (perchloroethylene, ethylene tetrachloride, tetrachlorethylene)  
1,1,1-trichloroethane (methyl chloroform, chloroethene)

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If your shop uses products that contain chlorinated solvents and pretreats parts prior to cleaning them in the solvent sink/parts washer, your used solvent/cleaning solution will automatically be a hazardous waste. This is because chlorinated solvents are *listed* hazardous wastes (see IDEM's web site for the listed hazardous wastes.) Anytime a waste is contaminated with a listed hazardous waste, the mixture is automatically considered to be a hazardous waste, regardless of the concentration of listed waste.

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**Using only a small quantity of liquid chlorinated solvents may result in your shop's needing to follow significant environmental regulations.**

**If your shop pretreats its parts using a product that contains chlorinated solvents, the solvent/solution in your parts washer will automatically be a hazardous waste. Check the labels of each of your pretreatment products, and, if possible, discontinue using products that contain chlorinated solvents.**

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### **Solvents Used by Shops in Lake, Porter, Clark and Floyd Counties**

Solvents that are used in these four counties must have a vapor pressure that does not exceed two millimeters of mercury (2.0 mm Hg). Beginning May 1, 2001, solvent vapor pressure must not exceed one millimeter of mercury (1.0 mm Hg).

<b>Date</b>	<b>Vapor Pressure Limit</b>
November 1, 1999	two millimeters of mercury (2.0 mm Hg)
May 1, 2001	one millimeter of mercury (1.0 mm Hg)

These restrictions apply when solvent is sold to an individual or business in amounts greater than five (5) gallons during any seven (7) consecutive business days.

Some vendors already sell solvents that meet the new vapor pressure limits. Check your MSDS sheet to ensure that your solvent meets these vapor pressure limits. If you are currently using a solvent of this type, your only additional requirement is to keep records of your purchases.

End users of these lower vapor pressure solvents must also keep a record of each purchase, including the following information:

- |  |                                    |
|--|------------------------------------|
| S name and address of the solvent supplier | S volume of each unit              |
| S date of purchase, the type of solvent    | S total volume of the solvent; and |
|  | S vapor pressure of the solvent    |

A fact sheet providing more details on this regulation may be obtained by visiting IDEM's web site at [www.in.gov/idem/oam/index.html](http://www.in.gov/idem/oam/index.html) . You may also call CTAP for assistance.

### **Automotive Refinishing**

Automotive refinishing involves processes that release hazardous pollutants and/or volatile organic compounds into the air. If your shop performs auto refinishing (other than minor touch-up application with aerosol cans), you may need to obtain a permit from IDEM. The Collision Repair and Auto Refinishing compliance manual is now available through IDEM's web site.

**Fugitive Dust from Unpaved Parking Lots**

If your shop has unpaved parking lots, you must prevent the dust associated with these lots from blowing off of your property. Under **no** circumstance should you apply used oil as a dust suppressant. You may obtain a list of dust suppressants and suppliers through IDEM's web site.

**Catalytic Converters**

When catalytic converters are replaced, there are specific steps that a shop must take to ensure that the proper replacement part is used. In addition, shops must complete paperwork for each catalytic converter that is replaced, keep the old catalytic converter at the shop for a minimum of 15 days, and keep paperwork on file for at least 2 years.



## 2.6 CLASSIFYING YOUR SHOP TO DETERMINE ITS HAZARDOUS WASTE GENERATOR STATUS

### A. Is Your Shop a Conditionally Exempt Small Quantity Generator, a Small Quantity Generator, or Large Quantity Generator of Hazardous Waste?

Under the Resource Conservation and Recovery Act (RCRA), hazardous waste generators are classified according to how much hazardous waste they generate in a calendar month. Your hazardous waste generator status will determine the rules you must follow to be in compliance with federal waste regulations. As mentioned in Chapter 1, our typical vehicle maintenance shop is a small quantity generator of hazardous waste. To determine your generator status, evaluate the amount of hazardous waste your shop generates and compare to the following table:

TABLE 2-A

GENERATOR STATUS	HAZARDOUS WASTE GENERATED	HAZARDOUS WASTE STORED ON-SITE
Conditionally Exempt Small Quantity Generator (CESQG)	Less than or equal to 220 pounds per month (approximately one half of a 55-gallon drum)	Maximum accumulation of 2,200 pounds (approximately four 55-gallon drums)
Small Quantity Generator (SQG)	Between 220 and 2200 pounds per month (approximately one half to four 55-gallon drums)	Maximum accumulation of 13,228 pounds (approximately thirty 55-gallon drums) <b>and</b> maximum storage time of 180 days*
Large Quantity Generator (LQG)	2200 pounds or more per month (more than four 55-gallon drums)	Maximum storage time of 90 days

*\*Hazardous waste that is transported more than 200 miles away for recovery, treatment, or disposal can be stored for up to 270 days.*

These hazardous waste cutoffs are based on:

- 1) a calendar month, **not** a rolling average; and
- 2) the quantity you generate, not the amount you ship off-site for recycling, fuel blending or disposal. The quantity generated includes:
  - the amount that is recycled on site
  - the wastewater removed from your holding tank (if the wastewater is determined to be a hazardous waste), but does not include wastewater discharged to the sanitary sewer. See the Wastewater section in Chapter 4 for more information.

**TABLE 2-B**  
**CESQG vs. SQG**  
**BASIC REQUIREMENTS - COMPARISON CHART**

*Note that there are additional requirements for SQGs that store Hazardous Waste (HW) in tanks.  
Call CTAP for assistance.*

CESQG	SQG
<p>Generate less than 220 lbs. of hazardous waste per calendar month.</p> <p>Identify and quantify your hazardous waste generated per month. Maintain records of the quantity generated each month.</p> <p>Store no more than 2,200 lbs. of hazardous waste at any one time.</p> <p>Properly manage your hazardous waste (i.e., by recycling, laundering shop towels, etc.) or ensure delivery to a permitted disposal facility.</p> <p>May use standard bill of lading or federal uniform hazardous waste manifest (rather than Indiana's manifest) as a shipping document.</p>	<p>Generate between 220 lbs. and 2,200 lbs. of hazardous waste per calendar month.</p> <p>Identify and quantify your hazardous waste generated per month. Maintain records of the quantity generated each month.</p> <p>Store no more than 13,228 lbs. of hazardous waste at any one time <b>AND</b> not exceed the maximum storage time of 180 days (270 days if your hazardous waste is transported more than 200 miles).</p> <p>Obtain an EPA I.D. number.</p> <p>Use appropriate state's hazardous waste manifest as shipping document. After January 1, 2002, federal hazardous waste manifests must be used in lieu of Indiana's manifest form.</p> <p>Use a registered hazardous waste transporter with an EPA I.D. number.</p> <p>Properly manage your hazardous waste (i.e., by recycling, laundering shop towels, etc.) or ensure delivery to a treatment, storage, disposal or recycling facility.</p> <p>Use proper container management practices:</p> <ul style="list-style-type: none"> <li>⇒ mark containers with the words "Hazardous Waste" as soon as waste is first introduced into container.</li> <li>⇒ Mark each container with the date waste is first introduced into it, or when taken to storage, if satellite accumulation is used.</li> <li>⇒ Add flammable label, if applicable, when waste is first introduced.</li> <li>⇒ Store wastes in containers made of materials compatible with the wastes.</li> <li>⇒ Keep all containers of HW closed, except when adding or removing material.</li> <li>⇒ Inspect containers weekly.</li> <li>⇒ Maintain containers in good condition.</li> </ul> <p>Hazardous Waste storage area must have:</p> <ul style="list-style-type: none"> <li>⇒ Alarm or voice signal to provide emergency instructions.</li> <li>⇒ Telephone nearby to call emergency personnel.</li> <li>⇒ Emergency numbers posted near the telephone.</li> <li>⇒ Fire extinguishers nearby.</li> <li>⇒ Spill control equipment nearby.</li> <li>⇒ Water &amp; hoses, foam equipment or automatic sprinklers.</li> <li>⇒ Sufficient aisle space to allow full inspection of each container.</li> </ul>

## B. What is Hazardous Waste?

To be a hazardous waste, the material under consideration must first be classified as a solid waste. It is important to note that the term "solid" does not refer to the physical state of the waste. Instead, solid waste refers to any material that you will no longer be using for its originally intended purpose or a material that must be reclaimed before it can be reused. Solid waste can be a solid, a liquid, or a contained gas.

Not all solid wastes are considered to be hazardous wastes. Hazardous wastes may be one of two types: **listed** waste or **characteristic** waste.

The waste is a **listed** hazardous waste if it appears on one of four lists published in the Code of Federal Regulations. (To assist vehicle maintenance shops in reviewing the listed wastes, CTAP has placed the three lists that are relevant to shops on the IDEM web site.)

A waste is a **characteristic** waste if it demonstrates one or more of the following characteristics:

- **ignitable** - examples include gasoline, diesel fuel, and some degreasers and solvents.
- **corrosive** - examples include battery acid and some condenser cleaners.
- **reactive** - examples include sodium azide, which is found in undeployed air bags, and other materials that are unstable, react violently with or form explosive mixtures with water, generate toxic gases or vapors when mixed with water or are capable of detonating or exploding when heated or subject to shock.
- **toxic** - wastes that contain high concentrations of heavy metals, such as lead or cadmium, or that contain chlorinated solvents. Examples include used antifreeze, which may contain high concentrations of lead, and used immersion solutions that contain perchloroethylene. If you are uncertain as to whether or not a waste is toxic, you may have the waste tested using the Toxicity Characteristic Leaching Procedure (TCLP) or simply manage it as a hazardous waste.

If properly managed, some of your used products that would otherwise be a hazardous waste may be exempt from most of the hazardous waste regulations (e.g., lead-acid batteries, oil, oil filters, fuel, and fluorescent light tubes.) In order to be exempt from the hazardous waste regulations, you must follow alternative regulations developed by IDEM's Office of Land Quality (OLQ.) Examples of alternative regulations include the Used Oil Rule and the Universal Waste Rule.

For wastes that are not exempt from hazardous waste regulations, a hazardous waste determination must be made. A hazardous waste determination may be made by doing one or more of the following:

- determining if the waste contains a listed waste (i.e., did the product originally contain a chemical on the list of listed wastes, or has the product been contaminated with a precleaner, dirty part, etc. that contains or is contaminated with a listed waste?)
- determining if the waste exhibits any of the four characteristics of a hazardous waste: ignitability, corrosivity, reactivity, and toxicity.

To make a hazardous waste determination, you may have a representative sample of the waste tested by an appropriate laboratory, or, as the generator of the waste, you may apply your knowledge of the waste to determine if it is hazardous. Applying your own knowledge of the waste is referred to as using **generator knowledge** of the waste. Generator knowledge may be based upon published or documented waste analysis data that compares the specific process that generated your waste to those processes described in the publication/document. For more information on making a hazardous waste determination, obtain the guidance document *Understanding the Hazardous Waste Determination Process* from IDEM's web site.

As you can see, making a hazardous waste determination can be a complicated task. To assist you with this process, CTAP has compiled the following table, listing the products commonly used by shops. This table indicates the management options that allow shops to not only make environmentally beneficial management decisions, but also allows them to avoid making a hazardous waste determination, subsequently managing the waste as a hazardous waste, and counting the waste toward their hazardous waste generator status.

**Note that this table may not include all of the hazardous wastes that are generated by your shop.** For more information on each of the products listed in the following table, including guidelines for reducing or eliminating the amount of hazardous waste generated, see Chapter 4.

TABLE 2-C

**Summary of Hazardous Waste (HW)  
Generated by a Typical Vehicle Maintenance Shop**

<b>Product/Waste</b>	<b>Description/Mgt. Option</b>	<b>Hazardous Waste (HW) Status</b>	<b>Counted Toward Generator Status (if determined to be a Haz. Waste)</b>
Aerosol Cans	Recycled or Disposed – Emptied	Not a HW	
	Recycled or Disposed - Not Emptied	Make a HW determination and manage accordingly	✓
Antifreeze	Recycled	Not a HW	
	Disposed	Make a HW determination and manage accordingly	✓
Batteries	Recycled	Not counted in determining your HW generator status	
	Disposed	HW	✓
Brake & Clutch Repair (Asbestos)	Disposed - Not contaminated with a HW	Not a HW, but may need to be handled with special precautions	
	Disposed – Contaminated with a HW (such as from some brake cleaners)	Must make a HW determination and manage accordingly	✓
Catalytic Converters	Recycled or Disposed	Not a HW, but is subject to IDEM' s air rules	
Fluorescent Light Tubes & HID Lamps	Recycled as Universal Waste	Not counted in determining your HW generator status	
	Disposed	Must make a HW determination and manage accordingly	✓

TABLE 2-C

**Summary of Hazardous Waste (HW)  
Generated by a Typical Vehicle Maintenance Shop**

<b>Product/Waste</b>	<b>Description/Mgt. Option</b>	<b>Hazardous Waste (HW) Status</b>	<b>Counted Toward Generator Status (if determined to be a Haz. Waste)</b>
Fuel	Reused for its intended purpose or re-refined	Not a HW	
	Managed under the Used Oil Rule (for de minimus quantities of fuel only)	Not counted in determining your HW generator status	
	Disposed	Must make a HW determination and manage accordingly	✓
Fuel Filters	Recycled or Disposed - Drained	Not a HW	
	Disposed - Undrained	Must make a HW determination and manage accordingly	✓
Metal Parts	Recycled	Not a HW	
	Disposed	Not a HW	
Oil	Recycled or re-refined (under the Used Oil Rule)	Not a HW	
	Disposed	Must make a HW determination and manage accordingly	✓
Oil Filters (Terne Plated)	Recycled	Not a HW	
	Disposed	Must make a HW determination and manage accordingly	✓

TABLE 2-C

**Summary of Hazardous Waste (HW)  
Generated by a Typical Vehicle Maintenance Shop**

<b>Product/Waste</b>	<b>Description/Mgt. Option</b>	<b>Hazardous Waste (HW) Status</b>	<b>Counted Toward Generator Status (if determined to be a Haz. Waste)</b>
Oil Filters (Non-Terne Plated)	Recycled - Drained	Not a HW	
	Recycled - Undrained (managed under the Used Oil Rule)	Not a HW	
	Disposed - Drained	Not a HW	
	Disposed - Undrained	Must make a HW determination and manage accordingly	✓
Refrigerants (MVAC)	Recycled - Not contaminated	Not a HW	
	Disposed - Contaminated	Must make a HW determination and manage accordingly	✓
Solvents (Aqueous-Based)	Disposed	Must make a HW determination and manage accordingly	✓
Solvents (Petroleum-Based)	Reused for its originally intended purpose OR reused w/o first being reclaimed	Not a HW	
	Recycled or Disposed	Must make a HW determination and manage accordingly	✓

TABLE 2-C

**Summary of Hazardous Waste (HW)  
Generated by a Typical Vehicle Maintenance Shop**

<b>Product/Waste</b>	<b>Description/Mgt. Option</b>	<b>Hazardous Waste (HW) Status</b>	<b>Counted Toward Generator Status (if determined to be a Haz. Waste)</b>
Sorbents	Recycled under the Used Oil Rule (if contaminated with oil only)	Not a HW	
	Disposed (or unable to manage under the Used Oil Rule due to contamination with materials other than oil)	Must make a HW determination and manage accordingly	✓
Tires	Recycled or Disposed	Not a HW, but subject to the Used Tire Rule or the Solid Waste rules	
Wastewater	Sent directly to the sanitary sewer	Not a HW, but subject to POTW ' s and IDEM ' s regulations	
	Stored in a drum(s) or holding tank	Must make a HW determination and manage accordingly	✓
Wipes	Recycled (under the Used Oil Rule if contaminated with oil only)	Not a HW	
	Recycled	Must make a HW determination and manage accordingly	✓
	Laundered - (reusable wipes that have not been used to clean up spills of HW)	Not a HW	
	Disposed	Must make a HW determination and manage accordingly	✓



### C. Changing Your Hazardous Waste Classification

Many automotive repair shops will alternate between being classified as a CESQG and an SQG. If you generate enough hazardous waste in one month to move to the next classification (for instance, from CESQG to SQG), you must comply with the much stricter standards of the larger class during the month(s) that you generate this increased volume of waste. These stricter standards include additional hazardous waste requirements as well as training requirements and emergency planning. Your goal as a small business should be to fit into the CESQG category, but to act as an SQG to ensure that your hazardous wastes are properly managed and to protect yourself from future liability associated with these wastes. Acting as an SQG will also prepare your shop to meet the stricter SQG requirements in the event that the shop generates enough hazardous waste to move to this classification.

If your generator status drops from an SQG to a CESQG, you must continue following the SQG regulations until you notify IDEM in writing that your generator status has changed. A sample letter, including the appropriate office's address, is included in Attachment S.

If you find that you are in a situation that moves you from the SQG to the Large Quantity Generator (LQG) regulations, you will be required to meet additional requirements, including, but not limited to, conduct training and developing written plans. If desired, you may contract this work to an outside company. For more information, call CTAP.

### D. EPA Identification Number

Small Quantity Generators (and LQGs) must obtain an EPA identification number. EPA and states use these 12-character numbers to monitor and track hazardous waste activities. You will need to use your EPA ID when you manifest hazardous waste off site.

If your shop is an SQG (or moves into the SQG classification) and does not have an EPA identification number, you should contact IDEM's Office of Land Quality (OLQ) at 317/308-3016 or toll-free at 800/451-6027, press 0 and request ext. 308-3016 to request a copy of EPA application form 8700-12 *Notification of Regulated Waste Activity*.

### E. CESQGs & Hazardous Waste Management

If you are a CESQG, IDEM does not prohibit you from discarding your **non-liquid** hazardous waste as part of your regular trash. However, you should **not** throw hazardous waste in the regular trash, because:

- landfills are prohibited from accepting liquid waste(s).
- your hazardous waste is subject to your hauler's and the disposal facility's approval. Disposal of hazardous waste may violate the contract with your hauler and/or disposal facility.
- even though your trash is taken to a site that is permitted to accept solid waste, you remain legally liable for it. If a hazardous material ends up in the soil or ground water, you can be held financially responsible for helping with the clean up.

- if you throw hazardous waste in with your regular trash, you cannot be certain of its final destination.
- there are health hazards associated with these wastes, and you do not want to harm anyone in your community. Keep in mind that children occasionally play around dumpsters and that children and trash collectors may be exposed to your hazardous wastes.

CESQGs that wish to be excluded from full hazardous waste regulations must comply with the requirements summarized in Table 2-A on page 20.

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**Because our "typical" vehicle maintenance shop generates approximately 55-gallons of hazardous waste per month, it is a Small Quantity Generator of hazardous waste.**

**Your goal as a small business should be to fit into the CESQG category, but to act as an SQG to ensure that your hazardous wastes are properly managed and to protect yourself from future liability associated with these wastes. Acting as an SQG will also prepare your shop to meet the stricter SQG requirements in the event that the shop generates enough hazardous waste to move to this classification.**

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